



SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT

DIRECTIONS

Step One:

- If this request involves closing a street
Contact Lafayette Police – Special Operations Division / 765-807-1272

- If this request involves renting the Big Four Depot - Community Room
Contact Facilities Department for availability / 765-807-1323

Step Two:

- Complete and submit this application to Lafayette Clerk's Office
City Hall, 2nd floor, 20 N 6th Street, Lafayette, IN / 765-807-1021



Do not use for
contractor
vehicle permit

User Information

Date of Function: 6/4/2022 Time: From: 8:00 am am/pm to: 10:00 am am/pm
Name: Race for Kids 5K Run/Walk Organization: Franciscan Health Lafayette
Street Address: 1701 S. Creasy Lane
City: Lafayette State: IN Zip Code: 47905
Contact person(s): Jennifer Eberly Phone Number(s): 765-423-6812
Email: jennifer.eberly@franciscanalliance.org
Event Description: 5K Run / Walk
Caterer: n/a Caterer's Phone Number: n/a

This event will utilize the following venues (check all that apply):

- ☐ Big 4 Depot - Community Room ☐ Riehle Plaza ☐ John T. Myers Bridge
☐ City Right-of-way ☒ City Street ☐ Sidewalk ☐ Other _____

This event will include the following elements (check all that apply):

Anticipated Attendance: 250 - 350

- ☒ Street/Sidewalk/Right-of-way restriction or closure ☐ Food or Beverages
☐ Restroom Facilities (required for events 4+ hours) ☐ Tents/Canopies
☐ Alcohol (security is required) ☐ Security (required when serving alcohol)

Not sure if you need an A&E Permit? Go to:

☐ Amusement & Entertainment Permit # _____ <http://www.in.gov/dhs/2795.htm>

☐ Stage ☐ Fireworks ☐ Outdoor cooker/grill ☐ Other _____

Optional Equipment & Services:

☐ Traffic Control: barricades, **No Parking** signs, \$25

Timetable (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

0	7 days		14 days	21 days		42 days	
	Pre-planning		Notices	Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

Application submittal checklist

- ☒ Application
- ☐ Pre-event meeting (if required)
- ☒ Good Neighbor letter to neighboring properties (send out prior to Board of Works hearing)
- ☒ Letter of request to Board of Works (omit if only using Big Four Depot community room)
- ☐ Receipt – payment made to City of Lafayette
 - Damage Deposit: \$ _____ (required only when renting Depot)
 - Permit Fee: \$ 25 (fee waived when renting Depot)
 - Rental Fee: \$ _____
 - Equipment & Services: \$ _____ (optional)
- ☒ Certificate of Insurance
- ☐ Amusement & Entertainment Permit # _____
Not sure if you need an A&E Permit? Want more information? Go to:
<http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- ☒ Traffic Control / Public Safety / Emergency Plan
- ☒ User Agreement
- ☐ Board of Public Works and Safety meeting (if required)

USER AGREEMENT:


INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property ~~on 4/20/22~~ is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: _____

"User"

By: 
Terry Wilson (Feb 15, 2022 11:56 EST)
Signature

Printed: Terrance E. Wilson, President/CEO

Date: 02/15/2022

February 18, 2022

Lafayette Board of Works,

Franciscan Health is requesting permission from the board to host its annual Race for Kids 5K run/walk on Saturday, June 4, 2022. We are requesting approval to restrict the following roads to one lane from 8:30 a.m. to 10 a.m.:

- a. Unity Place
- b. Amelia Avenue (from Creasy Lane to Sourgum Lane)
- c. Sourgum Lane (from Austrian Court to Sweetgum Drive)
- d. Sweetgum Drive (from Sourgum Lane to Hornbeam Circle)
- e. Hornbeam Circle East and Hornbeam Circle West
- f. St. Francis Way (East of Hatke Drive)

The health and wellbeing of our communities is our number one priority at Franciscan Health, and we will continue to carefully monitor and assess the Coronavirus (Covid-19) pandemic to ensure the safety of all race participants. Thus, to plan for this year's event, we will again offer two race modalities: in-person on our Franciscan Health Lafayette campus and virtually through a web-based platform*.

For the in-person race, Franciscan Health will contact the Lafayette Police Department to discuss safety requirements needed to provide traffic control support at Amelia Ave/Unity Place/Sourgum. We will utilize volunteers on the course to make sure participants are safe, and provide support for traffic control. We will have medical personnel onsite, and we would like to use a golf cart/utility vehicles on the course (to move volunteers and supplies, respond to any medical issues, etc.). A course map is enclosed for your review.

The 5K run/walk benefits the Franciscan Health Level III NICU (Neonatal Intensive Care Unit) and Pediatric Therapy Departments. For more information or to register, please visit: FranciscanHealthFoundation.org/raceforkids.

If you have any questions about this event, please contact me at (765) 423-6812 or jennifer.eberly@franciscanalliance.org.

Thank you in advance for your support.

Sincerely,



Jennifer Eberly
Director of Development
Franciscan Health Foundation

*In June if our local environment is not conducive for an in-person event, all activities will be moved to the virtual platform.



February 15, 2022

To our neighbors,

Franciscan Health will be hosting the sixth annual Race for Kids 5K run/walk on Saturday, June 4, 2022. The race will begin on the Franciscan Health Lafayette East campus, proceeds through your neighborhood and finish back at the hospital campus. The race will restrict the following roads to one lane from 8:30 a.m. to 10 a.m.:

- a. Unity Place
- b. Amelia Avenue (from Creasy Lane to Sourgum Lane)
- c. Sourgum Lane (from Austrian Court to Sweetgum Drive)
- d. Sweetgum Drive (from Sourgum Lane to Hornbeam Circle)
- e. Hornbeam Circle East and Hornbeam Circle West
- f. St. Francis Way (East of Hatke Drive)

The health and wellbeing of our communities is our number one priority at Franciscan Health, and we will continue to carefully monitor and assess the Coronavirus (Covid-19) pandemic to ensure the safety of all race participants. Thus, to plan for this year's event, we will be offering two race modalities: in-person on our Franciscan Health Lafayette campus and virtually through a web-based platform*.

The 5K run/walk benefits our Franciscan Health Level III NICU (Neonatal Intensive Care Unit) and Pediatric Therapy Department. For more information or to participate, please visit: Franciscanhealthfoundation.org/raceforkids.

We will be seeking approval from the City of Lafayette Board of Works. The discussion of this event is expected to go before the board in March.

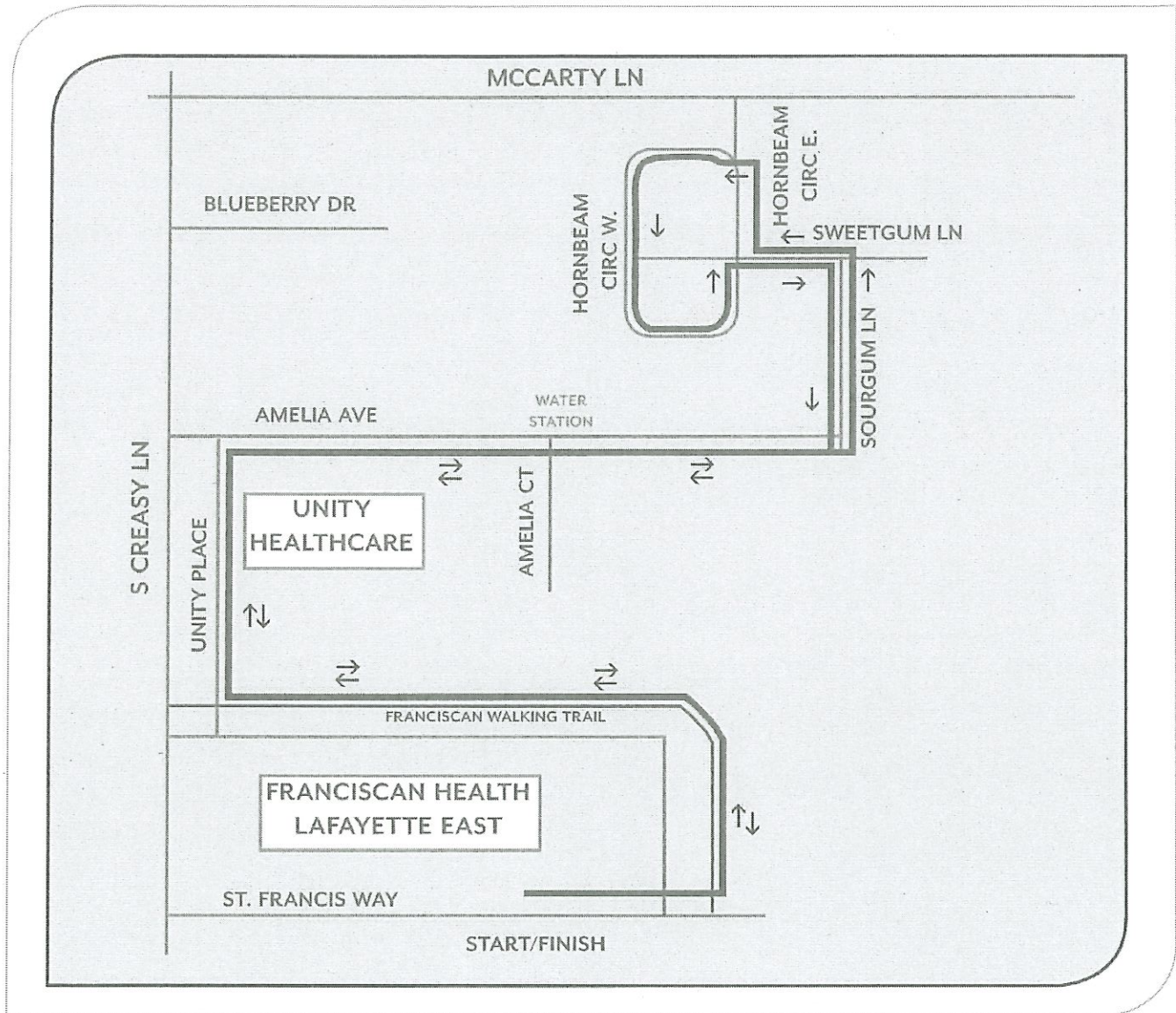
We appreciate your cooperation. If you have any questions regarding restriction, please feel free to contact Jennifer Eberly at (765) 423-6812.

Sincerely,

Franciscan Health
Race for Kids Committee

*In June if our local environment is not conducive for an in-person event, all activities will be moved to the virtual platform.

Franciscan Health Race for Kids • 5K Course



START: St. Francis Way to Franciscan Trail
 Following Walking Trail to Unity Place and turn right
 Right on Amelia Ave
 Left on Sourgum Ln
 Left on Sweetgum Dr
 Right on Hornbeam Cir E
 Left on Hornbeam Cir W (Go around the circle drive)
 Right on Sweetgum Dr
 Right on Sourgum Ln
 Right on Amelia Ave
 Left onto Unity Place
 Left on Franciscan Walking Trail
 FINISH: Franciscan Walking Trail (behind hospital)

 **Franciscan HEALTH**
 RACE FOR KIDS

FHF 112817 WI



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/11/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804	CONTACT NAME: Mass Merchandising Underwriting	
	PHONE (A/C, No, Ext): 800-426-2889	FAX (A/C, No): 260-459-5105
	E-MAIL ADDRESS: info@sportsinsurance-kk.com	
	PRODUCER CUSTOMER ID:	
INSURED Franciscan Alliance, Inc. 3510 Park Place West Mishawaka, IN 46545 A Member of the Sports, Leisure & Entertainment RPG	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Nationwide Mutual Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	
	NAIC # 23787	

COVERAGES

CERTIFICATE NUMBER: W02110199

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		6BRPG0000007485200	06/03/2022 12:01 AM EDT	06/06/2022 12:01 AM	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea Occurrence)	\$1,000,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$5,000,000
							PRODUCTS - COMP/OP AGG	\$1,000,000
							PROFESSIONAL LIABILITY	
							LEGAL LIAB TO PARTICIPANTS	\$1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NOT PROVIDED WHILE IN HAWAII <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE	
							AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	
							E.L. DISEASE - EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	MEDICAL PAYMENTS FOR PARTICIPANTS			6BRPG0000007485200	06/03/2022 12:01 AM EDT	06/06/2022 12:01 AM	PRIMARY MEDICAL	
							EXCESS MEDICAL	\$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Legal Liability to Participants (LLP) limit is a per occurrence limit.

Event Name: Franciscan Health Race for Kids Type of Event: Walk and Run Distance:5K

Event Date (including ancillary events and set-up/tear-down): 6/3/2022 to 6/5/2022 Number of Participants: 235 Event Location: Franciscan Health Lafayette , 1701 S Creasy Ln, Lafayette

The certificate holder is added as an additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the named insured.

CERTIFICATE HOLDER

City of Lafayette
20 N 6th Street
Lafayette, IN 47901
(Owner/Lessor of Premises)

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Coverage is only extended to U.S. events and activities.

** NOTICE TO TEXAS INSURED: The Insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s) City of Lafayette 20 N 6th Street Lafayette, IN 47901 Named Insured: Franciscan Alliance, Inc.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
 2. In connection with your premises owned by or rented to you.
- However:
1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**
- If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:
1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.
- This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

MISCELLANEOUS PAYMENT RECPT#: 3106204
City of Lafayette, IN
20 N 6th St
Lafayette IN 47901

DATE: 02/22/22 TIME: 08:38
CLERK: sscott DEPT:
CUSTOMER#: 999
MISC CUSTOMER
COMMENT: FRANCISCAN

CHARGES:
APG1 APPLICATION FEE 25.00
AMOUNT PAID: 25.00

PAID BY: RACE FOR KIDS EVENT
PAYMENT METH: CREDIT CARD
V#7609 EX 1022

REFERENCE:

AMT TENDERED: 25.00
AMT APPLIED: 25.00
CHANGE: .00